



Guinea

B.P. 1927
Conakry, Guinea
West Africa

United States Peace Corps in Guinea

Personal Services Contractor (PSC) Vacancy Announcement

VACANCY PSC-11-2014

OPEN TO: All Interested Candidates
POSITION: **Monitoring, Reporting and Evaluation Coordinator**
OPENING DATE: Monday, November 10, 2014
CLOSING DATE: Sunday, November 23, 2014
WORK HOURS: Full-time: 40 hours/week

POSITION DESCRIPTION

The U.S. Peace Corps is an agency that promotes international peace, friendship, and sustainable development by providing trained men and women, Peace Corps Volunteers (PCVs), to serve in countries that have requested assistance. In Peace Corps Guinea, the **Monitoring, Reporting and Evaluation Coordinator** works as part of an interdisciplinary Programming and Training Team managing the Monitoring, Reporting and Evaluation (MRE) systems and multiple grant programs in order to ensure that PC/Guinea's Training, Education, Agroforestry and Public Health Programs are performing optimally.

The MRE coordinator oversees the development and implementation of the MRE system and manages the Small Projects Assistance (SPA) Grant program, the Peace Corps Partnership Program (PCPP), and grants for the West African Food Security Program (WAFSP). S/He serves as MRE Champion and point person on navigating the PCGO online application process.

The **MRE Coordinator** supports the U.S. Peace Corps mission in Guinea in the following main areas:

1. **Monitoring, Evaluation and Reporting**
2. **Grants Management**
3. **Knowledge Management and Promotion**
4. **Training.**

The complete job description can be obtained by writing to pcguineejobs@gn.peacecorps.gov.

REQUIRED QUALIFICATIONS:

- **EDUCATION:** 4 year University degree; Masters desired.
- **EXPERIENCE:**
 - Minimum of 2 years of Grant Management experience;
 - Minimum of 2 years of international development programmatic experience, preferably with some experience implementing US Government development projects;
 - Minimum of 2 years of experience in a cross-cultural setting/environment.
- **SKILLS, KNOWLEDGE AND ABILITIES:**
 - Advanced computer skills with Microsoft Office (Word, Excel, Power Point, Outlook);
 - Strong ability to produce materials and resources for grant program and training development;
 - Training in monitoring and evaluation systems with US Government development projects strongly preferred;
 - Knowledge and understanding of US values, history, and culture;
 - Willingness to travel frequently and work in various regions, including rural areas of Guinea;
 - Able to initiate and maintain working relationships with local and international grant and donor agencies.
- **LANGUAGE:**
 - Excellent speaking, writing and presentation skills in French and English.

How to Apply

Interested applicants for this position must submit the following or the application will not be considered:

1. A completed application for **U.S. Federal Employment (OF-612)**. The form must be completed in English. A copy of this form may be obtained by writing to pcguineejobs@gn.peacecorps.gov
2. A Cover Letter
3. A resume or C.V.
4. Three Professional References.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Attention: Contracting Officer
pcguineejobs@gn.peacecorps.gov

Applications will only be accepted by e-mail to pcguineejobs@gn.peacecorps.gov. Applications must be received no later than **November 23, 2014 at 00:00 hrs.**

The United States Peace Corps is an Equal Opportunity Employer